



Town of Lexington Historic Districts Commission

Joseph Welch, Chairman
Daniel J. Griffin Jr.
Lynn Hopkins
Paul Ross
Robert Warshawer

Tel: (781) 862-0500 x84522
Fax: (781) 861-2780

Information for Applicants to the Historic Districts Commission

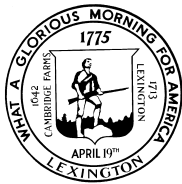
If you are scheduled for a formal hearing the newspaper will bill you directly for the cost of the legal notice. The cost for a legal notice is approximately \$25.00 to \$40.00, depending on the length of the notice.

A clear and complete presentation of your proposal is necessary for the process of review and approval. The Commission will require *ten copies* of the following the night of your hearing:

1. **Scale drawings** of the building project. Approval will not be given for large projects unless construction plans are reviewed.
**bring plans of the quality you would submit for a building permit*
2. **Site plan** showing existing buildings and structures and proposed changes.
3. **Catalog cuts** in lieu of drawings may be used to show storm windows, doors, light fixtures, fences and other manufactured products.
4. **Photographs** of the existing building showing the location of the changes. Photographs can be used to illustrate the history of a building and/or show a building in context to its neighbors. Photographs will be returned unless they are necessary to supplement the other information submitted at the hearing.
5. **Listing of all exterior materials and colors** to be used and locations of same, and where appropriate **samples**. For example, please bring in the name, model number and photocopy of a particular item you are using.

The Lexington Historic Districts Commission will retain one (1) copy of the submitted information for its files.

NOTE: By signing the “Application for a Certificate of Appropriateness” the applicant understands and agrees that, at their convenience, individual Commission members may visit the property to view the areas and details of proposed changes.



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Lexington Historic Districts Commission
Application for Certificate of Appropriateness

An application is hereby made for issuance of a Certificate of Appropriateness for:

Addition _____	Alteration _____	Construction _____
Demolition _____	Painting _____	Re-roofing _____
Re-siding _____	Signage _____	Other (see Scope) _____

Address: _____ Map: _____ Lot: _____

Description of proposed work:

Owner: _____

Owner's Address: _____ Telephone: _____

Applicant (if not owner): _____ Title) _____

Applicant's Address: _____ Telephone: _____

Applicant e-mail (optional) _____

I certify that I have read the "Application Procedures of the Historic Districts Commission" and that I will conform to all applicable provisions and conditions.

Signature of Applicant: _____ Date: _____

(Sign and return to Lexington Historic Districts Commission, 1625 Massachusetts Avenue, Lexington, MA 02420 along with completed "Application for Certificate of Appropriateness" and Abutters List.)



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Date: _____

To: GateHouse Media New England/Community Newspaper Company
Legal Notice Department

I hereby authorize GateHouse Media New England/Community Newspaper Company to bill me directly for the legal notice published on _____ in the **Lexington Minuteman** newspaper for a public hearing with the Historic Districts Commission regarding property at _____

Signed: _____

Print Name: _____

Billing Address: _____

Phone: _____



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Town of Lexington Request For Certified Abutters List

Request Date: _____

To Whom It May Concern:

I would like to request a Certified Abutters List for the following property:

Property Addresses: _____ Tax Map #: _____ Lot #: _____ Unit #: _____

Other Related Map/Lot#: _____

Current Owner(s): _____

For the purpose of contacting abutters for:

- | | |
|---|--|
| <input type="radio"/> Board of Appeals (Within 300') | <input type="radio"/> Historical District Commission (Within 100') |
| <input type="radio"/> Planning (Within 300') | <input type="radio"/> Selectmen (Within _____') |
| <input type="radio"/> Conservation Commission (Within 100') | <input type="radio"/> Out of Town (Within _____') |
| <input type="radio"/> Historical Commission (Within 100') | <input type="radio"/> Town Engineer (Within _____') |

Other criteria as follows: _____

(Example: All condo association owners Or All properties on Elm St between Sugar St and Maple St.)

The Certified Abutters List should be Delivered as follows:

- ☐ Picked up Please call when ready # _____
Phone Number Ext
- ☐ Emailed to _____ ☐ With the original copy sent to: _____

Mailing Address _____
Provide Self-addressed stamped envelope

Printed Name _____ Date _____

Mailing Address _____ Phone _____ Ext _____

The source data and the process employed to establish this Abutters List has been certified by the Town of Lexington:

Signed & Certified, Robert F. Lent Director of Assessing

Dept Use: _____

Date Processed : _____ Fee Collected: _____